SURE SYSTEM DOCUMENTATION

DATA DICTIONARY

FOR

NEW TRANSFER ENROLLMENT DATA SUBMISSIONS

JULY 2008

OFFICE OF RESEARCH

NEW JERSEY COMMISSION ON HIGHER EDUCATION

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NAME	POSITION	LENGTH	DATA ELEMENT DESCRIPTION
T01	01-06	6	Reporting Date (Month/Year)
T02	07-12	6	Institution (CEEB Code)
T03	13-21	9	Social Security Number
T04	22	1	Class Level
T05	23-28	6	Program Major (CIP Code)
T06	29	1	Baccalaureate Degree Program
T07	30-35	6	Transfer Institution (CEEB Code)
T08	36	1	Associate Degree from NJ Comm. Col.
T09	37-41	5	Degree Credits Awarded by Transfer Inst.
T10	42-46	5	Degree Credits Accepted from Trans. Ins.

NOTE: This data is to be reported by New Jersey Senior Public Institutions for all new undergraduate transfer students from New Jersey Community Colleges. If a student has multiple transfer institutions, list them as separate records in the file. This data is needed to fulfill reporting requirements under NJ Chapter 175 c.18a:62-49.

DATA ELEMENT (T01) REPORTING DATE

DEFINITION: THE POINT IN TIME FOR WHICH DATA ARE REPORTED.

LOCATION: 01 - 06

CODING: 6 DIGITS: THE FIRST AND SECOND DIGITS ARE THE MONTH THE SEMESTER BEGAN;

THE THIRD THROUGH SIXTH DIGITS ARE THE CALENDAR YEAR.

FIRST AND SECOND DIGITS

01 = JANUARY (OPENING SPRING SEMESTER)

09 = SEPTEMBER (OPENING FALL SEMESTER)

THIRD THROUGH SIXTH DIGITS

2008 = 2008

2009 = 2009

2010 = 2010

ETC.

EXAMPLES OF REPORTING PERIODS

092008 = OPENING FALL, 2008

012009 = OPENING SPRING, 2009

092010 = OPENING FALL, 2010

DEFINITION: A NUMBER ASSIGNED TO AN EDUCATION INSTITUTION BY THE COLLEGE

ENTRANCE EXAMINATION BOARD (CEEB).

THE 5TH DIGIT INDICATES PRIMARY DEGREE LEVEL: 2 = ASSOCIATE DEGREE, 4 = BACHELORS.

THE 6TH DIGIT INDICATES CONTROL OR AFFILIATION:

1 = PRIVATE, 2 = PUBLIC.

LOCATION: 07 - 12

CODING: 6 DIG	6 DIGITS					
21802 21212 21182 22372 22812 22912 24442 24412 21242 26302 26942 28672 28682 27112 29212	= ATLANTIC COMMUNITY COLLEGE = BERGEN COMMUNITY COLLEGE = BROOKDALE COMMUNITY COLLEGE = BURLINGTON COUNTY COLLEGE = CAMDEN COUNTY COLLEGE = CUMBERLAND COUNTY COLLEGE = ESSEX COUNTY COLLEGE = GLOUCESTER COUNTY COLLEGE = HUDSON COUNTY COMMUNITY COLLEGE = MERCER COUNTY COMMUNITY COLLEGE = MIDDLESEX COUNTY COLLEGE = MORRIS, COUNTY COLLEGE = MORRIS, COUNTY COLLEGE = PASSAIC COUNTY COMMUNITY COLLEGE = RARITAN VALLEY COMMUNITY COLLEGE = SALEM COMMUNITY COLLEGE = SUSSEX COUNTY COMMUNITY COLLEGE = UNION COUNTY COMMUNITY COLLEGE = UNION COUNTY COMMUNITY COLLEGE					
PUBLIC 27484 SENIOR 25164 COLLEGES 25174 25204 28844 28894 25154 25194 25184 88774 20924 06980 27424 27534 27534 21704 28384 28394 21924 23844 27654 27774 06920 *92714	<pre>= RUTGERS-NEW BRUNSWICK, RUTGERS COLLEGE = RUTGERS-NEW BRUNSWICK, MASON GROSS SCH (UNDERGRAD) = RUTGERS-NEW BRUNSWICK, UNIVERSITY COLLEGE</pre>					

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*925242 = RUTGERS-NEWARK, GRADUATE SCHOOL OF MANAGEMENT
              *925542 = RUTGERS-NEW BRUNS, THE GRADUATE SCHOOL
              *925742 = RUTGERS-NEW BRUNS, GRADUATE SCHOOL OF EDUCATION
              *926042 = RUTGERS-NEW BRUNS, SCHOOL OF LIBRARY STUDIES

*925642 = RUTGERS-NEW BRUNS, GRADUATE SCHOOL OF PSYCHOLOGY

*925842 = RUTGERS-NEW BRUNS, SCHOOL OF SOCIAL WORK

*925942 = RUTGERS-NEW BRUNS, MASON GROSS SCHOOL (GRADUATE)
              *926542 = RUTGERS-NEW BRUNS, COLLEGE OF PHARMACY (GRADUATE)
              *926642 = RUTGERS-NEW BRUNS, SCHOOL OF MANAGEMENT & LABOR RELATIONS
              *926742 = RUTGERS-NEW BRUNS, BLOUSTEIN SCHOOL
              *926842 = RUTGERS-NEWARK, SCHOOL OF PUBLIC AFFAIRS & ADMINISTRATION
              *928142 = RUTGERS-CAMDEN, SUMMER SCHOOL
              *928242 = RUTGERS-NEWARK, SUMMER SCHOOL
              *928342 = RUTGERS-NEW BRUNSWICK, SUMMER SCHOOL
              200921 = ASSUMPTION COLLEGE FOR SISTERS
PRIVATE
              *889641 = BAIS MEDRASH TORAS CHESED
COLLEGES
              206121 = BERKELEY SCHOOL
              *889041 = BETH MEDRASH GOVOHA
               204441 = BLOOMFIELD COLLEGE
               207241 = CALDWELL COLLEGE
               208041 = CENTENARY COLLEGE

220341 = DEVRY INSTITUTE - NEW JERSEY

219341 = DREW UNIVERSITY

226241 = FAIRLEIGH DICKINSON UNIV, FLORHAM CAMPUS
               226341 = FAIRLEIGH DICKINSON UNIV, METRO CAMPUS
               232141 = FELICIAN COLLEGE
               227441 = GEORGIAN COURT UNIVERSITY
               491421 = GIBBS COLLEGE
               241641 = MONMOUTH UNIVERSITY
              *889141 = NEW BRUNSWICK THEOLOGICAL SEMINARY
              *889241 = PRINCETON THEOLOGICAL SEMINARY 267241 = PRINCETON UNIVERSITY
              *889541 = RABBI JACOB JOSEPH SCHOOL
               154641 = RABBINICAL COLLEGE OF AMERICA
               275841 = RIDER UNIVERSITY
               209041 = SAINT ELIZABETH, COLLEGE OF
               280641 = SAINT PETER'S COLLEGE
               281141 = SETON HALL UNIVERSITY
               281941 = STEVENS INSTITUTE OF TECHNOLOGY 068641 = TALMUDICAL ACADEMY
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^{*} ASTERISKED CODES WERE DEVISED BY THE N.J. COMMISSION ON HIGHER EDUCATION BECAUSE NONE WERE LISTED IN THE CEEB MANUAL.

DATA ELEMENT (T03) SOCIAL SECURITY NUMBER

DEFINITION: THE SOCIAL SECURITY NUMBER ASSIGNED TO A STUDENT.

LOCATION: 13 - 21

CODING: 9 DIGITS

DEFINITION: THE PROPORTION OF TOTAL REQUIREMENTS A STUDENT HAS OBTAINED

TOWARD THE COMPLETION OF THE DEGREE OR CERTIFICATE PROGRAM IN WHICH HE IS ENROLLED, ACCORDING TO THE NUMBER OF YEARS

NORMALLY REQUIRED TO OBTAIN THEM.

LOCATION: 22

CODING: 1 DIGIT

1 = FRESHMAN 2 = SOPHOMORE 3 = JUNIOR 4 = SENIOR

5 = UNCLASSIFIED, UNDERGRADUATE-LEVEL

DEFINITIONS OF CLASS LEVELS:

USE INSTITUTIONAL DEFINITIONS OF CLASS LEVELS. IF NONE EXIST, THE FOLLOWING DEFINITIONS MAY BE USED:

1 = FRESHMAN

A DEGREE-SEEKING STUDENT WHO HAS EARNED 29 OR FEWER DEGREE CREDITS TOWARD THE COMPLETION OF A PROGRAM, AS OF THE REPORTING DATE.

2 = SOPHOMORE

A STUDENT ENROLLED IN A TWO-YEAR PROGRAM WHO HAS EARNED 30 OR MORE CREDITS TOWARD THE COMPLETION OF A PROGRAM; ALSO, A STUDENT ENROLLED IN A FOUR-YEAR PROGRAM WHO HAS EARNED FROM 30 TO 59 DEGREE CREDITS TOWARD COMPLETION OF A PROGRAM, AS OF THE REPORTING DATE.

3 = JUNIOR

A STUDENT ENROLLED IN A FOUR-YEAR PROGRAM WHO HAS EARNED FROM 60 TO 90 DEGREE CREDITS TOWARD THE COMPLETION OF A PROGRAM, AS OF THE REPORTING DATE.

4 = SENIOR

A STUDENT ENROLLED IN A FOUR-YEAR PROGRAM WHO HAS EARNED MORE THAN 90 DEGREE CREDITS TOWARD THE COMPLETION OF A PROGRAM, AS OF THE REPORTING DATE.

5 = UNCLASSIFIED, UNDERGRADUATE-LEVEL

STUDENTS WHO CANNOT BE CATEGORIZED BY CLASS LEVEL, AND STUDENTS WHO ARE NOT FORMALLY ENROLLED FOR A DEGREE, ALTHOUGH TAKING UNDERGRADUATE-LEVEL COURSES FOR CREDITS IN REGULAR CLASSES WITH DEGREE-SEEKING STUDENTS.

DATA ELEMENT (T05) PROGRAM MAJOR

DEFINITION: A STUDENT'S PRIMARY FIELD OF STUDY. PROGRAM MAJORS ARE

APPROVED DEGREE/FORMAL AWARD PROGRAMS, AND ARE CATEGORIZED AND CODED ACCORDING TO THE "CLASSIFICATION OF INSTRUCTIONAL

PROGRAMS" (CIP) MANUAL, AS UPDATED IN 2000.

LOCATION: 23 - 28

CODING: 6 DIGITS

EACH INSTITUTION SHOULD USE ONLY THE CODES THAT HAVE BEEN ASSIGNED ITS PROGRAMS AS LISTED IN THE INVENTORY OF DEGREE PROGRAMS: http://www.state.nj.us/highereducation/Program_Inventory/index.html.

SPECIAL CODE:

960000 UNDECLARED MAJOR

DATA ELEMENT (T06) BACCALAUREATE DEGREE PROGRAM

DEFINITION: THE DEGREE TYPE OF THE STUDENT'S CURRENT PROGRAM MAJOR.

LOCATION: 81

CODING: 1 DIGIT

1 = B.A. DEGREE (BACHELOR OF ARTS DEGREE)

2 = B.S. DEGREE (BACHELOR OF SCIENCES DEGREE)

3 = OTHER BACHELORS DEGREE (B.S.B.A., B.ARCH., B.E., etc.)

DEFINITION: THE IDENTIFICATION OF THE INSTITUTION/S ATTENDED BY A NEW

TRANSFER STUDENT, USING THE CODE ASSIGNED BY THE COLLEGE

ENTRANCE EXAMINATION BOARD (CEEB).

THE 5TH DIGIT INDICATES PRIMARY DEGREE LEVEL: $2 = \text{ASSOCIATE DEGREE}, \ 4 = \text{BACHELORS}.$ THE 6TH DIGIT INDICATES CONTROL OR AFFILIATION:

1 = PRIVATE, 2 = PUBLIC.

NOTE: IF A STUDENT HAS MULTIPLE TRANSFER INSTITUTIONS REPORT EACH TRANSFER

INSTITUTION AS A SEPARATE RECORD IN THE FILE.

LOCATION: 30 - 35

CODING: 6 DIGITS

NJ	202422	=	ATLANTIC COMMUNITY COLLEGE			
COMMUNITY	203222	=	ATLANTIC COMMUNITY COLLEGE BERGEN COMMUNITY COLLEGE			
COLLEGES	218122	=	BROOKDALE COMMUNITY COLLEGE BURLINGTON COUNTY COLLEGE			
	218022	=	BURLINGTON COUNTY COLLEGE			
	212122	=	CAMDEN COUNTY COLLEGE			
	211822	=	CUMBERLAND COUNTY COLLEGE			
	223722	=	ESSEX COUNTY COLLEGE			
	228122	=	GLOUCESTER COUNTY COLLEGE			
	229122	=	HUDSON COUNTY COMMUNITY COLLEGE			
	244422	=	MERCER COUNTY COMMUNITY COLLEGE			
	244122	=	MIDDLESEX COUNTY COLLEGE			
	212422	=	MORRIS, COUNTY COLLEGE OF			
	263022	=	OCEAN COUNTY COLLEGE			
	269422	=	PASSAIC COUNTY COMMUNITY COLLEGE			
	286722	=	RARITAN VALLEY COMMUNITY COLLEGE			
	286822	=	SALEM COMMUNITY COLLEGE			
	271122	=	SUSSEX COUNTY COMMUNITY COLLEGE			
	292122	=	UNION COUNTY COLLEGE			
	272222	=	WARREN COUNTY COMMUNITY COLLEGE			
NJ	251342	=	NEW JERSEY INSTITUTE OF TECHNOLOGY THOMAS A. EDISON STATE COLLEGE JERSEY CITY STATE COLLEGE KEAN UNIVERSITY			
PUBLIC	274842	=	THOMAS A. EDISON STATE COLLEGE			
SENIOR	251642	=	JERSEY CITY STATE COLLEGE			
COLLEGES	251742	=	KEAN UNIVERSITY			
	252042	=	MONTCLAIR STATE UNIVERSITY			
			RAMAPO COLLEGE OF NEW JERSEY			
	288942	=	RICHARD STOCKTON COLLEGE OF NEW JERSEY			
	251542	=	ROWAN UNIVERSITY			
	251942	=	THE COLLEGE OF NEW JERSEY (FORMERLY TRENTON STATE COLLEGE)			
	251842	=	WILLIAM PATERSON UNIVERSITY OF NEW JERSEY			
	887742	=	UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY			
	209242	=	RUTGERS-CAMDEN, CAMDEN COLLEGE OF ARTS & SCIENCES			
	069802	=	RUTGERS-CAMDEN, SCHOOL OF BUSINESS (UNDERGRD) [FORMERLY 926342]			
	274242	=	RUTGERS-CAMDEN, UNIVERSITY COLLEGE, CAMDEN			
	251242	=	RUTGERS-NEWARK, NEWARK COLLEGE OF ARTS & SCIENCES			
	278942	=	RUTGERS-NEWARK, COLLEGE OF NURSING			
	275342	=	RUTGERS-NEWARK, UNIVERSITY COLLEGE, NEWARK			
			RUTGERS-NEW BRUNSWICK, COOK COLLEGE			
			RUTGERS-NEW BRUNSWICK, COLLEGE OF ENGINEERING			
			RUTGERS-NEW BRUNSWICK, COLLEGE OF PHARMACY (UNDERGRAD)			
			RUTGERS-NEW BRUNSWICK, DOUGLASS COLLEGE			
			RUTGERS-NEW BRUNSWICK, LIVINGSTON COLLEGE			
			RUTGERS-NEW BRUNSWICK, RUTGERS COLLEGE			
			RUTGERS-NEW BRUNSWICK, MASON GROSS SCH (UNDERGRAD)			
			RUTGERS-NEW BRUNSWICK, UNIVERSITY COLLEGE			
			RUTGERS-NEW BRUNSWICK, SCHOOL OF BUSINESS			

*927142 = RUTGERS-NEW BRUNSWICK, SCHOOL OF ARTS & SCIENCES *927242 = RUTGERS-NEW BRUNSWICK, SCHOOL OF ENVIRONMENT & BIOLOGICAL SCI

777700 = transferred from a FOREIGN COUNTRY 888821 = transferred from a NJ TWO-YEAR COLLEGE NOW DEFUNCT 900000 = transferred from the NJPLACE Program 999700 = transferred from an UNKNOWN OUT-OF-STATE COLLEGE 999800 = transferred from a VOCATIONAL SCHOOL

999800 = transferred from a VOCATIONAL SCHOOL 999900 = transferred from an UNKNOWN COLLEGE

USE A CEEB MANUAL TO FIND THE CODES OF COLLEGES IN OTHER U.S. STATES.
* ASTERISKED CODES WERE DEVISED BY NJCHE BECAUSE NONE WERE LISTED IN THE CEEB MANUAL.

DEFINITION: FOR NEW TRANSFER STUDENTS, AN INDICATION THEY RECEIVED AN

ASSOCIATE DEGREE FROM A NEW JERSEY COMMUNITY COLLEGE.

LOCATION: 36

CODING: 1 DIGIT

1 = A.A. DEGREE (ASSOCIATE IN ARTS DEGREE)

2 = A.S. DEGREE (ASSOCIATE IN SCIENCE DEGREE)

3 = OTHER ASSOCIATE DEGREE (A.A.S., A.R.A., ETC.)

LEAVE FIELD BLANK IF YOUR INSTITUTION DOES NOT HAVE A DEFINITIVE INDICATION, SUCH AS A TRANSCRIPT, THAT A STUDENT HAS RECEIVED AN ASSOCIATE DEGREE FROM A NEW JERSEY COMMUNITY COLLEGE.

DEFINITION: FOR NEW TRANSFER STUDENTS, THE NUMBER OF ACADEMIC DEGREE CREDITS THEY

ACCUMULATED AT ANOTHER COLLEGE AND ARE SEEKING TO TRANSFER.

LOCATION: 37 - 41

CODING: 5 DIGITS (3 WHOLE NUMBERS WITH 2 ASSUMED DECIMAL PLACES)

00050 = ONE-HALF CREDIT

00100 = 1 CREDIT

00150 = 1 AND ONE-HALF CREDITS

ETC

09900 = 99 CREDITS

09950 = 99 AND ONE-HALF CREDITS

10000 = 100 CREDITS

10050 = 100 AND ONE-HALF CREDITS

ETC

DEFINITION: FOR NEW TRANSFER STUDENTS, THE NUMBER OF ACADEMIC DEGREE CREDITS THEY

ACCUMULATED AT ANOTHER COLLEGE THAT WERE ACCEPTED AS TRANSFER CREDITS BY

THE RECEIVING INSTITUTION.

LOCATION: 42 - 46

CODING: 5 DIGITS (3 WHOLE NUMBERS WITH 2 ASSUMED DECIMAL PLACES)

00000 = NO CREDITS WERE ACCEPTED FROM THIS TRANSFER INSTITUTION

00050 = ONE-HALF CREDIT

00100 = 1 CREDIT

00150 = 1 AND ONE-HALF CREDITS

ETC

09900 = 99 CREDITS 09950 = 99 AND ONE-HALF CREDITS

10000 = 100 CREDITS

10050 = 100 AND ONE-HALF CREDITS

ETC